

# Maryland Department of Budget & Management

## Office of the Secretary

PARRIS N. GLENDENING  
Governor

FREDERICK W. PUDDISTER  
Secretary

T. ELOISE FOSTER  
Deputy Secretary

## DBM PROCUREMENT DIRECTIVE

**Directive Number:** 97-07

**Effective Date:** 11/1/97

<b>Subject:</b>	<b>Guidelines for Use of DBM Microcomputer Software Contract Number DBM-OIT-97-002</b>
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### A. Purpose

The purpose of this directive is to provide guidelines to be used by State agencies when purchasing microcomputer software using the DBM Statewide contract, DBM-OIT-97-002. The contract is available for local government use and includes 7 software vendors/distributors.

### B. Applications/Exceptions

Agencies are encouraged but not required to purchase microcomputer software under the contract. Agencies wishing to procure software items or unique support services not covered by the contract, or who believe they can obtain better pricing, must follow the established State procurement procedures to procure those items.

In addition to computer software products, vendors under this contract are authorized to provide related support services such as installation services and assistance with managing licenses and software inventory. Quotes for these services may be obtained from any of the software vendors. *See Attachment 1 for a list of all vendors on the contract including sales contact names, phone numbers and vendor website addresses where catalog and other pricing information is displayed on the Internet.*

If an agency elects not to use this contract it must obtain software in full compliance with State procurement regulations. If an agency does a solicitation for microcomputer

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### **DBM PROCUREMENT DIRECTIVE**

software the solicitation must contain a note or a statement to the software vendors/distributors listed in the contract, clearly indicating that the items being procured are not part of contract #DBM-OIT-97-002.

- The following items are **not to** be purchased under this contract:
  - Any software or related hardware products that are not Year 2000 compliant.
  - General computer training services. Agencies are required to coordinate their general computer training needs with the DBM Office of Human Resources Employee Development Training Institute (EDTI), Information Technology Training Program at 300 West Preston Street, Baltimore, MD. Questions regarding use of DBM EDTI computer training services may be directed to 410/767-1046.
  - General consulting services. These services are generally bid separately or are available from other State contracts (see below for a reference to other State contracts).
  - General programming services. These services are generally bid separately or are available from other State contracts (see below for a reference to other State contracts).
  - Telecommunications type software or services that are available under other State contracts. A list of these other State telecommunications type contracts is available from the DBM Procurement Unit at 410/974-2174. The list includes names of DBM contact people who may assist you in using the contracts. The list is also located on the Internet at website: **<http://www.dbm.state.md.us/>**. From the main page select "PROCUREMENTS."
  - Microcomputer hardware. Hardware should generally be purchased through the DGS Personal Computer Hardware Contract number DGS-OPC-9701. The only exception would be specific hardware supplied as a part of a software offering. The following

vendors are approved as both software and hardware vendors under contracts DBM-OIT-97-002 and DGS-OPC-9701, respectively:

- Daly Computer
- Data Networks
- AV Networks
- ISMART

Information about the microcomputer hardware contract can be obtained by visiting website

**<http://www.dgs.state.md.us/~dgs/pcmain.html>.**

### **C. Policies/Procedures**

#### **General:**

As with any buying decision, the following “Common Sense” considerations should be used:

- Agencies must live within their budgets and economize whenever possible.
- Agencies should consider economic benefits to State businesses and use MBE vendors wherever feasible and practical. The following certified MBE vendors are available under the contract:

Daly Computers  
ECS Technologies  
AV Networks

- Agencies shall assess which vendor best meets their needs taking into consideration the vendor’s past performance, software needs and availability, levels of service required (e.g., delivery times) and the MBE and economic benefits criteria described above.

While agencies are not required to purchase the least expensive software products from the contract, price (including shipping and handling costs which are to be added to the price) should be a major factor in making a purchasing decision. *Attachment 2 provides the prices for 12 software packages that were bid by the 7 vendors on the contract. Annotated in Attachment 2 are the low bid prices for each of the 12 software products.* Prices for these 12 products will not increase during the first year of the contract (which began September 24, 1997) and may, at the vendor’s discretion, be reduced. Note: these prices *exclude* shipping and handling, which are extra.

In addition to providing the 12 software items included in Attachment 2, vendors are required to provide a comprehensive catalog of software products. These products and related price lists are available on the Internet or from the vendors via phone or fax (see Attachment 1 for vendor Internet websites).

In using this contract agencies are not required to obtain formal, competitive catalog price quotes from vendors but should, however, examine and compare the vendor catalog prices. Note that not all catalog software is available from all vendors and that catalogs and prices will be updated quarterly. Given the dynamic nature of software pricing, it is important to regularly check with vendors on price changes and the availability of special pricing offers. Agencies can request formal bid quotes from vendor at any time if they so desire.

Assistance in using vendor catalog websites is available by contacting the vendors directly. In certain instances vendors may password protect their website catalog offerings. In these cases agencies should work with the vendors to establish catalog website access rights on an agency-by-agency basis. Agencies may also obtain, at no additional cost, assistance from vendors regarding product information to include: (a) advice on functionality and compatibility, (b) information on documentation manuals, (c) special services for the disabled, and (d) names, addresses and telephone numbers for software manufacturers.

Vendors are required to ship all products ordered within five business days from the date orders are received. Products are to be shipped via the method specified by the procuring agency. **All shipping and handling costs are the responsibility of the State.** Shipping and handling costs must be quoted in writing at the time software is purchased. For all items not in inventory, vendors are required to ship products within 10 days of receipt of the order.

Vendors are required to provide toll-free telephone service during normal State business hours (8:00 a.m.-5:00 p.m. Monday through Friday). Agencies may place orders via telephone, fax or U.S. mail (see Attachment 1 for a list of the available toll-free vendor telephone numbers).

Unopened, undamaged or defective software may be returned for full credit or refund, to include shipping charges. In addition, vendors shall provide a 90 day warranty against defective products.

Agencies must maintain a file on microcomputer software purchased under the contract. This file shall contain all relevant agency documents and information on the software obtained through this process. The file for purchases *in excess of* \$2,500 in a single purchase must include, as a minimum, rationale, list prices or price quotes from the contract and all related evaluative material for vendor and software selection. The file for purchases *under* \$2,500 in a single purchase must record the judgment of the Procurement Officer for the purchase.

Once a vendor is selected, agencies will be allowed to buy up to \$2,500 per purchase order of incidental equipment, supplies or special service items that are published as an official State of Maryland price. A procurement may not be artificially divided to circumvent this rule. *“Services” in this context must be incidental to implementation and are not to be used for general purpose consulting, programming, training, maintenance or troubleshooting, etc.* These purchases should be identified on a Purchase Order as a Miscellaneous Item.

### **Funding and Approvals:**

The procedures the agency must follow to use contract DBM-OIT-97-002 vary depending on whether the items: (1) require a budget amendment, (2) are not specifically provided for in the budget, or (3) are included in both the agency’s budget and current Information Technology Project Request (ITPR). Each of these are described below:

#### **(1) *Items Requiring a Budget Amendment***

To purchase software for which there are no funds specifically identified in the budget and for which supplemental funding through a budget amendment is required, agencies shall first obtain an approved budget amendment through normal Office of Budget Analysis (OBA) procedures. Budget amendment questions should be referred to your budget analyst. Agencies should submit a revised Information Technology Project Request (ITPR) form with the budget amendment package if the purchase is not included in a current ITPR on file with the DBM Office of Information Technology (OIT). Call the Office of Information Technology at 410/974-5234 with any questions concerning revised ITPRs.

#### **(2) *Items Not Specifically Provided For in the Budget***

If an agency does not require a budget amendment and does not have funds specifically provided in its budget for microcomputer software, it must obtain approval from DBM's OBA before using the contract for all purchases in excess of \$25,000. Prior approval is not required for any individual purchase transaction under \$25,000. A procurement may not be artificially divided to circumvent this rule.

In order to obtain DBM's prior approval, the agency must submit a packet to OBA including: 1) a requisition using ADPICS, 2) a properly completed Procurement Transmittal (PT) form, and 3) a revised ITPR form if the purchase is not included in a current ITPR on file with the DBM Office of Information Technology.

(3) *Items Included in Both the State Budget and the Current ITPR on File with the DBM Office of Information Technology or Which are Added Following the Procedure in Rule (1) or (2) Above*

(a) Each agency may spend up to its approved budget limit for microcomputer software available from the contract without prior approval of DBM if it also has included the item(s) in a current ITPR on file with the DBM Office of Information Technology.

#### **Ordering Software Through ADPICS:**

Once a decision has been reached on the purchase of software from a vendor under the contract, agencies should use the Direct Purchase Order (DPO) Procedure of ADPICS. Under the SPECIFICATION INFO block of the DPO enter the following:

CONTRACT # DBM-OIT-97-002

This information will then appear on the printed PO along with the specifications for the software to be purchased.

#### **D. DBM Monitoring**

DBM will monitor the purchases of the agencies using this contract. Monitoring will be performed on a random basis utilizing ADPICS tools. Upon request, agencies may be asked to provide all relevant agency documents and information on the equipment obtained through this contract.

#### **E. Assistance or Questions**

Call the DBM Contract Administrator at 410/767-4647 for software specifications, pricing, vendor administration/performance issues and general vendor related contract concerns. Fax number is 410/333-7285.

Call your DBM Budget Analyst for budget related issues.

**Attachment 1**

**DBM-OIT-97-002 Microcomputer Software Contract  
Vendor Contact List**

<u>Vendor Name</u>	<u>Vendor Contacts</u>	<u>Phone Numbers</u>	<u>Fax Numbers</u>	<u>Web Page Address</u>	<u>Remarks</u>
<b>Data Networks</b> Vendor for Hunt Valley, MD	Don Wertz Cornel Einhorn	410-823-3000 800-283-NETS	410-823-0132 800-926-2005	www.md.dnetworks.com	Dell Computers on State PC contract
<b>ECS Technologies</b> vendor Baltimore, MD	Kim Summerville Jim Murphy	410-242-2200 800-557-2414	410-242-0922	www.ecstech.com  (Password Req.)	<del>N</del> to State for Software, <b>MBE vendor</b>
<b>ISMART</b>  Baltimore, MD	Jason Seilback	410-379-1000  800-286-2185	410-379-1001	www.ismart.com/  ismart/gov/md/	Vendor for <del>Acer</del> dbm- oit-97- 002/computer

s on State PC  
Contract

<b>Logicom Systems</b>	Robert Miller	703-276-7000	703-522-2737	www.logicomsystems.com
vendor to Arlington, VA		888-88-LOGIC	703-276-9031	(Click on "Contracts"
- State for soft-				password
required)	ware			

**Attachment 1** (Cont.)

**DBM-OIT-97-002 Microcomputer Software Contract  
Vendor Contact List**

<u>Vendor Name</u>	<u>Vendor Contacts</u>	<u>Phone Numbers</u>	<u>Fax Numbers</u>	<u>Web Page Address</u>	<u>Remarks</u>
<b>Macroland</b>	Sales Team	301-721-1400	301-948-7111	www.macroland.com	
Successor to Gaithersburg, MD	Dave Sampson		888-MACROLAND	(Password required)	
Microland of					
Rockville,					
old					Vendor on
software					State
					Contract
<b>AV Networks</b>	MD Sales Team	703-802-0500	703-802-0798	www.avnetworks.com	Vendor
for Chantilly, VA;			888-AVNETWORKS	301-571-4464	(Password
required)	HP computers Bethesda, MD		301-571-4414		
	on State PC				

Contract,  
**MBE vendor**

**Daly Computers**      Ed Floyd

301-670-0381

301-963-1516

[www.md.daly.com](http://www.md.daly.com)

Vendor

Gaithersburg, MD

800-955-DALY  
888-DALY-TEC

for  
Compaq  
computers on  
State PC  
contract,  
**MBE vendor,**  
also on old  
State software  
contract

## Attachment 2

### Personal Computer Software Bid Price List For Contract DBM-OIT-97-002

**Note: Following bid prices are firm for the period 9/24/97 - 9/23/98**

	Products (see attached Software Product Key Definitions)											
Firm	1	2	3	4	5	6	7	8	9	10	11	12
1. <b>Macroland</b> Gaithersburg, MD	<b><u>2,908.70</u></b>	<b><u>4,156.45</u></b>	76.95	<b><u>585.60</u></b>	193.05	362.25	435.00	<b><u>27.75</u></b>	<b><u>198.00</u></b>	<b><u>29.56</u></b>	<b><u>241.21</u></b>	<b><u>29.48</u></b>
2. <b>Ismart</b> Baltimore, MD	2,995.00	4,245.00	110.00	695.00	275.00	426.00	511.00	45.00	275.00	40.00	350.00	30.00
3. <b>AV Networks</b> Chantilly, VA (MBE)	2,994.62	4,932.19	<b><u>72.42</u></b>	732.00	<b><u>162.53</u></b>	409.13	491.29	35.72	209.69	30.79	247.65	53.06
4. <b>DataNetworks</b> Hunt Valley, MD	4,057.00	6,108.00	89.00	939.00	263.00	418.00	502.00	38.00	259.00	34.00	314.00	59.00
5. <b>Logicom Systems, Inc.</b> Arlington, VA	3,483.00	7,568.00	80.53	746.00	228.63	<b><u>317.50</u></b>	379.98	34.55	229.68	36.85	267.39	53.90
6. <b>ECS Technologies</b> Baltimore, MD (MBE)	3,950.00	8,290.00	80.00	780.00	199.00	419.00	<b><u>350.00</u></b>	35.00	240.00	42.00	270.00	59.00
7. <b>Daly Computers</b> Gaithersburg, MD (MBE)	3,739.00	8,219.00	87.48	925.00	260.00	413.00	496.00	38.33	262.11	41.05	321.62	58.95

**Note: boxes in bold/underline are low bids for each software product**

**Attachment 2** (Cont.)

**Software Product Key Definitions  
And Low Bid By Vendor ID**

<b>Description of Software Product</b>	<b>Media Type</b>	<b>CPU OS</b>	<b>Vendor Publisher Part #</b>	<b>Prod. # (Key)</b>	<b>Low Bidder ID*</b>
<b>NOVELL</b> Intranetware 100-User	CDROM	DOS	00662644120072	1	MACRO
<b>NOVELL GROUPWARE</b> Groupwise V5.1 100-User Multilingual Resale	CDROM	DOS	00662644116730	2	MACRO
<b>MICROSOFT CORPORATION</b> Upgrd Windows 95 w/Internet Explorer Starter Kit Single-Server	CDROM	WIN-32	362-00243	3	AV-N
<b>MS BACKOFFICE</b> Windows NT Server V4.0 W/10 Client ACC Lic Network Pack Windows NT Workstation V4.0 Single Online-Doc	CDROM	WIN-32	227-00027	4	MACRO
	CDROM	WIN-32	236-00001	5	AV-N
<b>MICROSOFT CORPORATION</b> Office 97 for 32-Bit Windows Single Online-Doc Office Pro 97 W/Bkshelf 32-Bit Windows Single Online-Doc	CDROM	WIN-32	021-00691	6	LOGI
	CDROM	WIN-32	353-00005	7	ECS
<b>NETSCAPE</b> Netscape Communicator V4.0 For Win NT/95 Sngl No-Doc Lan Editn	DSK3	WIN-32	100-04785-00	8	MACRO
<b>COREL WORDPERFECT</b> Corel Wordperfect Suite V8.0 Single 1-Doc Win 95/NT	CDROM	WIN-32	WPS80ENGO	9	MACRO
<b>MCAFFEE</b> Virusscan V3.0 1-Doc Win 3.1/Win 95/NT/DOS/OS/2	D3CD	NMS	VSF-0001-NA-300	10	MACRO
<b>ATTACHMATE</b> Extra/Personal Client V6.3 Additional License Single 1-Doc	LICS	WIN-32	118347-62	11	MACRO
<b>SYMANTEC</b> Norton Antivirus V2.0 NT Single 1-Doc	CDROM	WIN-32	07-00-01901	12	MACRO

\* MACRO = Macroland; AV-N = AV Networks; LOGI = Logicom Systems; ECS = ECS Technologies